CFMS CONTRACT AMENDMENTS

Contract Amendment/Change Encumbrance Processing

To process contract amendment/change to accounting for encumbrance:

1. **Verify** that the "FY" field on KAMD is displaying the year in which the encumbrance will be processed. **In most cases, this field should display the current year.** The exception to this would be amendments being processed in the 13th period and continuing appropriation contracts.
2. **Verify** that the encumber status code on all KCAC records that should interface to accounting are set to **1 - Ready To Go To Accounting.**
3. **Verify** that the KOFY screen total equals the base contract amount on KENT plus the amendment/change amount for the corresponding year.
4. **Change** the status code on the KAMD screen to **ENO - Encumber On-Line.**

Contract Amendment/Change Encumbrance Successful

If the encumbrance is successful, status code of KAMD will return at **ENS - Encumbrance Successful**. The encumber status on KCAC should be **3 - Passed Accounting Processing**.

Contract Amendment/Change Encumbrance Failure

If the encumbrance fails, status code of KAMD will be set to **ENF - Encumbrance Failed**. To correct:

1. **Inquire** on the KCAC screen and **review** the reason codes returned from AFS, which are displayed in the bottom right corner of the screen. If multiple errors exist, the user may want to screen print the errors.
2. **Change** the status on KCAC to **1 - Ready for Accounting**. The errors will disappear with the status changed from 4 to 1.
3. **Correct** any errors.
4. Change the status code on KAMD to **ENO** and **resubmit** the transaction.

Cancellation of Contract Amendment/Change Encumbrance

To process contract amendment/change to accounting for encumbrance cancellation -- **Change** the status code on the KAMD screen to **CEN - Cancel Encumbrance On-line**. This can only be done if the available balance is greater than the amount being cancelled.

Cancel Encumbrance Successful

If the cancel encumbrance is successful, status code of KAMD will return at **CES - Cancel Encumbrance Successful**.

Cancel Encumbrance Failure

If the cancel encumbrance fails, status code of KAMD will be set to **CEF - Cancel Encumbrance Failed**. To correct:

1. **Inquire** on the KCAC screen and **review** the reason codes returned from AFS, which are displayed in the bottom right corner of the screen. If multiple errors exist, the user may want to screen print the errors.
2. **Change** the status on KCAC to **1 - Ready to Go to Accounting**. The errors will disappear with the status changed from 7 to 6.
3. **Correct** any errors.
4. Change the status code on KAMD to **CEN** and **resubmit** the transaction.

AFS Encumbrance Screens

Users who have access to AFS may view or verify the encumbrance information established in AFS on the OPOH\OPOL screens.

1. Select option '1' on the ISIS screen.
2. Type 'N' in the ACTION field and 'OPOH' in the TABLEID field and press enter.
3. Type 'S' in the ACTION field and tab to the VENDOR NUMBER field and input the nine digit vendor number. Next, type your three digit agency number in the PO AGENCY field, input fiscal year of the document 'YY' plus the purchase order number in the PO NUMBER FIELD and press enter. If the encumbrance was successful, header information about your order encumbrance will appear.
4. From the OPOH Screen type 'L' in the ACTION field and press enter. The system will leaf to your accounting line information on the OPOL screen. To view additional line information, if you have more than one accounting line, just press enter.
5. Type 'E' in the ACTION field and press enter to return to the ISIS screen.

Common Interface Error Messages

A472E   **PS OBJECT ON PO OR RQ**
      The object coded on the transaction is a personal services object, (according to the Object Table) and is not valid on Pos or requisitions. Correct the object code and resubmit.

A488E   **DECR > PO LINE AMT**
      The decrease on the PO modify document exceeds the outstanding line amount. Correct the line amount so that it is equal to (or less than) the outstanding amount. Also, correct the document total, and then resubmit the transaction.

A490E   **DECR > UNEXPENDED BAL**
      The decrease amount exceeds the unexpended balance of the PO line. Correct the line increase/decrease indicator or the line amount and document total. Resubmit the transaction.

A493E   INCREASE > UNOBLIG APPR
The line amount exceeds the budgeted authority amount for the appropriation. Correct the line amount of the accounting distribution and resubmit the transaction.

HFR9E   FED AID BUDGET HAS BEEN CLOSED
The document is referencing a federal aid budget line on the Federal AID Budget Line Table that has been closed.

429LE   ACCTG PERIOD MUST BE 13
The current document's Accounting Period must be the year-end adjustment period (13) for the action requested. Change the Accounting Period field and resubmit the document.

The cause of the following error messages may be an inappropriate fiscal year. To resolve this problem, verify the correct fiscal year was entered for the accounting distribution information.

C100E   INVALID FUND FOR BUD FY
C120E   INVALID FUND/AGENCY FOR BFY
C122E   BAD FUND/AGENCY FOR ACCT FY
C152E   INVALID OBJECT
HP04E   INVALID PROJECT